



**E-Commerce MXP
Contacts & Ports
Management
Application v5.1**

MarineXchange

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1 Introduction

The E-Commerce MXP Contacts and Ports Management program is an online application accessible via the internet which allows vendors to easily update their contact details so that the contact database can be kept up to date. This portal is also used for vendors i.e. port agents to update port details, pier information and to answer port questionnaires which is sent from the client as a notification requesting for information to be completed by the vendor.

The client sends a request for information to the vendor via a link, the vendor then simply clicks on the link and (once installed) is able to complete the information online before sending it back to the client.

The link includes a login, once clicked the application will login automatically. If a contact request has been sent then only the **contact** tab will be displayed. If a port questionnaire request has been sent, then the screen will display by default on the **Port Detail** tab and in addition the **Pier** tab and **Port Questionnaire** tabs will be displayed.

This user manual is designed to assist in the understanding of how the application works and is a guide in completing the required information from the client.

The Information that is required to be updated by the vendor is always displayed in a white field. Yellow fields indicate that the information is read only and therefore cannot be changed.

Any data entry or changes to the existing data are automatically saved, therefore once the **Log Off** option is taken to exit out of the application the changes will automatically be sent back to the client.

Please note that if the **red x** button on the top right corner is taken, the changes will also be sent back to the client, therefore it is important to only enter data that needs to be communicated back.

Please note that the same access code can be used time and time again to make further amendments in the future. Should this code be forgotten or misplaced, please contact the client who can issue it again.

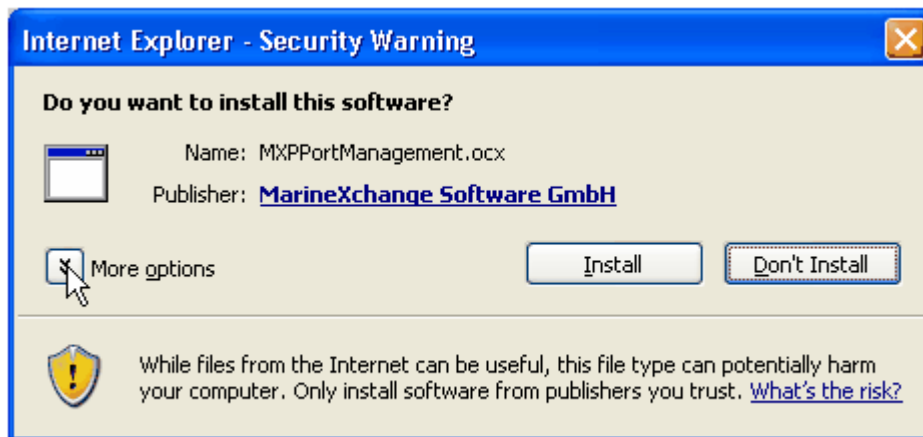
Please also note that this on-line application only works with Internet Explorer (Version 5.5 or above).

2 Installation

Before the on-line application can be accessed, it will need to be installed. This installation will need to take place once on each computer (i.e. the first time that the link is clicked on). Please make sure to open and install the on-line application only with Internet Explorer (Version 5.5 or above).

1. To install the software, click on the link that has been sent by the client <http://www.mymxp.com/MXPPortManagement.htm> or copy it into Internet Explorer.

The following dialogue box will be displayed:

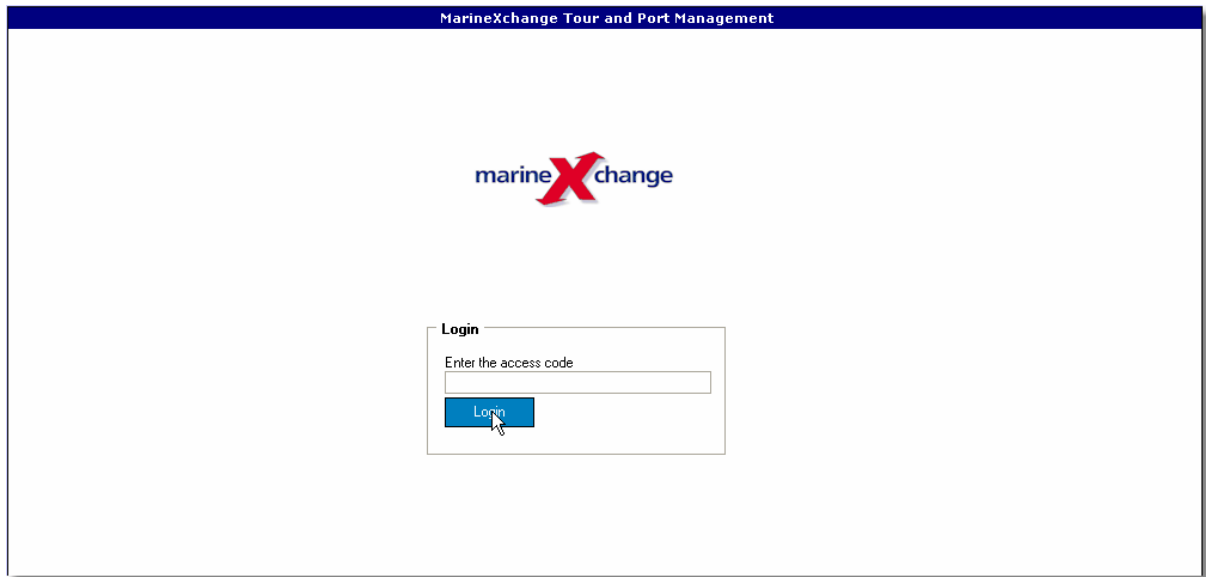


2. To ensure that this software is automatically installed the next time (when upgrading or reinstalling after unintentional deleting), click on the **More Options** drop down box to reveal more options.



3. Click on the option Always install software from "MarineXchange Software GmbH"
4. Click on the **Install** button.

The following login box will appear:



The screenshot shows a web application window titled "MarineXchange Tour and Port Management". In the center, there is the "marineXchange" logo, where "marine" is in blue, "X" is a large red stylized letter, and "change" is in blue. Below the logo is a "Login" form. The form has a title "Login" and a label "Enter the access code" above a text input field. Below the input field is a blue "Login" button. A mouse cursor is pointing at the button.

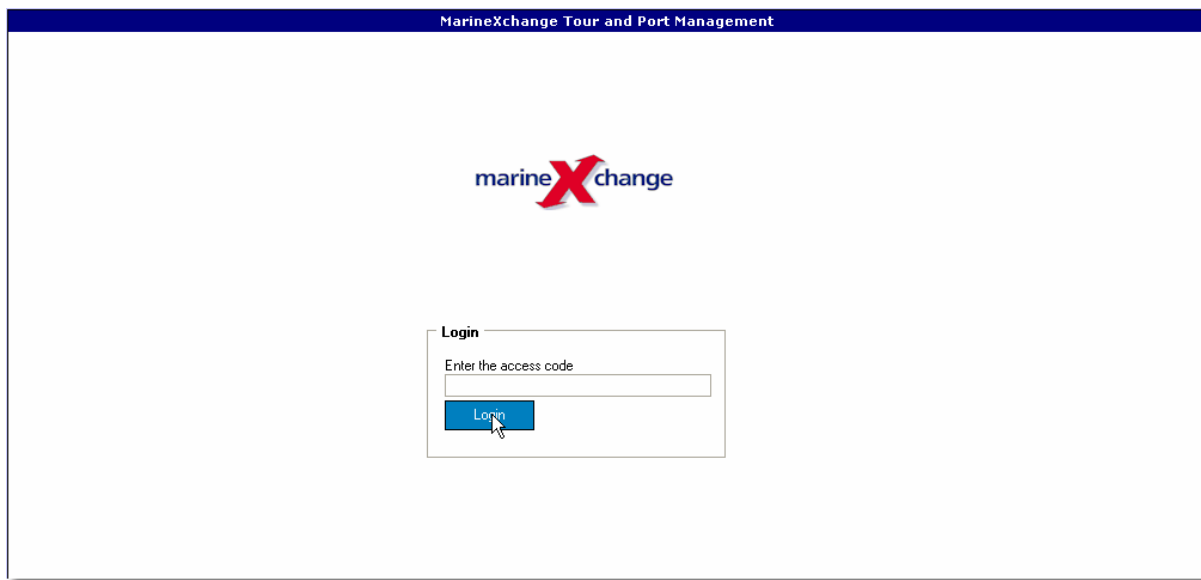
5. Paste the access code from the e-mail (that the link was sent in) into the Login box and click the **Login** button.

3 Manual Log on

1. Once the application has been installed, click on the link [http://www.mymxp.com/MXPPortManagement.htm\[CODE\]](http://www.mymxp.com/MXPPortManagement.htm[CODE]). The application will automatically log on. However if the **Log off** button or the **red x** has been clicked by mistake, the application can be accessed manually using the code that has been sent from the client.

Alternatively add the link as an internet favourite for easy access next time the link is required.

The following login box will appear:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management". In the center of the page is the "marineXchange" logo, where "marine" is in blue and "Xchange" is in blue with a large red "X". Below the logo is a "Login" box. Inside this box, there is a label "Enter the access code" above a text input field. Below the input field is a blue button labeled "Login". A mouse cursor is pointing at the "Login" button.

2. Enter the access code into the Login box and click the **Login** button. Please note that this can be pasted from an e-mail or a document.

4 Contact Tab

The **Contact** tab (as shown below) will display company names, associated contact persons and their details:

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Company Name* My Own Company
Website www.myowncompany.com

Departments/Locations

Location/Department
Head Office

Address

Description Head Office
Address 1 At the beach 10
Address 2
Address 3
City Barcelona
Postal Code 77777 State
Country Spain

Communication

Phone 34 123456
Tollfree
Fax 34 11223344
E-Mail headoffice@myowncompany.com
Telex

Contact Persons

Add a person ☐ Remove person ☒

First Name	Last Name
Andres	Smith
Maria	Allen

Person Details

Title* Mr
First name* Andres
Last name* Smith
Preferred name
Position Director

☒ Active
☐ Is primary contact
☐ Copy on correspondence

Office

Phone 93 223344
Mobile 649 888888
Fax
E-Mail asmith@myowncompany.com
Pager

After Hours

Phone
Mobile
Fax
E-Mail
Pager

The **Contact** tab displays details relating to the request for information that has been sent from the client otherwise known as the Requester. This could already include existing contact details to be reviewed and corrected where necessary.

Enter new data into the white fields provided or correct already existing data if it has been incorrectly entered.

- If there is more than one Department/Location, highlight the first one from within the Department/Location field and check the details against the Location/Department in the Address and Communication sections of the screen.
- Please note that when a Department/Location has been highlighted the Contact Persons associated with that Department/Location will be displayed in the lower section of the screen.
- To check/add details for each Contact Person highlight the name of the person from within the

Contact Persons grid, the details for this person will be displayed in the left hand side of the screen, amend where necessary.

- Required fields: if a field needs to be filled out this is displayed with an asterisk (*)

4.1 Add a Contact Person

If there is a Contact person(s) missing against the Departments/Locations then they can be added into the **Contact** tab.

To add a Contact Person, carry out the following steps:

- Highlight the relevant Department/Location name from within the Departments/Locations field.
- From within the Contact Persons section of the screen, click on the **Add a Person** button

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off

Contact

Company Name* Test Contact

Website www.TestContact.com

Departments/Locations

Location/Department

Main Office

Address

Description Main Office

Address 1 1211 Test Avenue West

Address 2

Address 3

City Test City

Postal Code 12345 State TA

Country

Communication

Phone

Tollfree

Fax

E-Mail

Telex

Contact Persons

Add a person ☐ Remove person ☒

First Name	Last Name
A	Tester

Person Details

Title* Ms

First name* A

Last name* Tester

Preferred name

Position Testing Assistant

☒ Active

☒ Is primary contact

☐ Copy on correspondence

Office

Phone 206-113-2342

Mobile

Fax

E-Mail ATester@TestContact.com

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

The following screen will be displayed:

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off 

Create a new contact person

Person Details

Title* ☐ Active

First name*

Last name* ☐ Is primary contact

Preferred name ☐ Copy on correspondence

Position

Office

Phone

Mobile

Fax

E-Mail

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

- Complete the known information that is related to the newly added person into the **Person Details**, **Office** and **After Hours** sections of the screen. Please note that fields marked with an asterisk (*) are required fields and must be completed.
- Once completed click on the **Save** button. (Click on the **Do Not Save** button to exit without saving the changes)

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off 

Create a new contact person

Person Details

Title* Mr

First name* A

Last name* New Contact Person

Preferred name

Position Port Agent

☒ Active
☐ Is primary contact
☐ Copy on correspondence

Office

Phone 206-324-2324

Mobile

Fax

E-Mail ANewContact@TestContact.com

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

The new contact will be displayed in the **Contact** tab.

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off 

Contact

Company Name* Test Contact

Website www.TestContact.com

Departments/Locations

Location/Department

Main Office

Address

Description Main Office

Address 1 1211 Test Avenue West

Address 2

Address 3

City Test City

Postal Code 12345 State TA

Country

Communication

Phone

Tollfree

Fax

E-Mail

Telex

Contact Persons

Add a person ☐ Remove person ☒

First Name	Last Name
A	Tester
A	New Contact Person

Person Details

Title* Mr

First name* A

Last name* New Contact Person

Preferred name

Position Port Agent

☒ Active
☐ Is primary contact
☐ Copy on correspondence

Office

Phone 206-324-2324

Mobile

Fax

E-Mail ANewContact@TestContact.com

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

4.2 Remove a Contact Person

If Contact Persons no longer work for the company or are no longer required to be contacts to the client then they will need to be removed.

To remove a Contact Person, carry out the following steps:

- Highlight the relevant Department/Location name from within the Departments/Locations field.
- From within the Contact Persons section of the screen, highlight the relevant Contact Person. The information for that Contact Person will be displayed in the right hand side of the screen.
- To remove the Contact Person, click on the **Remove Person** button.

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off

Contact

Company Name* Test Contact

Website www.TestContact.com

Departments/Locations

Location/Department

Main Office

Address

Description Main Office

Address 1 1211 Test Avenue West

Address 2

Address 3

City Test City

Postal Code 12345 State TA

Country

Communication

Phone

Tollfree

Fax

E-Mail

Telex

Contact Persons

Add a person ☐ Remove person ☒

First Name	Last Name
A	Tester
A	New Contact Person

Person Details

Title* Mr

First name* A

Last name* New Contact Person

Preferred name

Position Port Agent

☒ Active

☐ Is primary contact

☐ Copy on correspondence

Office

Phone 206-324-2324

Mobile

Fax

E-Mail ANewContact@TestContact.com

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

Click on the **Yes** to the confirmation that the new person is to be removed.

Please note that you cannot remove a primary contact, the following message will be displayed:

MarineXchange Tour and Port Management - Version 2.4.3 TEST

Log Off 

Contact

Company Name*

Website

Departments/Locations

Location/Department

Address

Description

Address 1

Address 2

Address 3

City

Postal Code

Country

Communication

Phone

Tollfree

Warning

 The primary contact person cannot be deleted!

OK

Contact Persons

Add a person ☐ Remove person ☒

First Name	Last Name
A	Tester
terw	tet

Person Details

Title*

First name*

Last name*

Preferred name

Position

☒ Active

☒ Is primary contact

☐ Copy on correspondence

Office

Phone

Mobile

Fax

E-Mail

Pager

After Hours

Phone

Mobile

Fax

E-Mail

Pager

5 Port Detail

The **Port Detail** tab (as shown below) will display general port information with contact numbers.

Data can be entered as new or updated into the following fields. The fields accept numbers and text.

- Medical Emergency
- Hospital
- Fire rescue
- Police
- Port Authorities
- Coast guard

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows the URL "http://www.mymxp.com/MXPPortManagement.htm". The page has a navigation bar with "Contact", "Port Detail" (highlighted with a red box), "Piers (2)", and "Port Questionnaire". Below the navigation bar, the page title is "MarineXchange Tour and Port Management - Version 2.4.2". There is a "Log Off" link. The main content area is titled "Alicante" and contains a section "Contact Numbers". This section lists various emergency services with their corresponding phone numbers in input fields:

Contact Numbers	
Medical emergency	9999
Hospital	001 - 12345678
Fire rescue	8888
Police	1111
Port authorities	001 - 22334455 only during office hours, after office hours contact via agent
Coast guard	001 - 555555

6 Piers

The **Piers** tab is used to enter general pier and docking information. The **Piers** tab is divided into several sub tabs (refer to the following sub sections for further details of each sub tab).

Highlight the pier name on the left hand side of the screen, complete the detail that is relevant to the highlighted pier in the sub tabs displayed on the right hand side.

Please note that the fields that are marked with an asterisk (*) are required fields, so therefore must be answered (refer to Pier Type below)

The screenshot shows the MarineXchange Tour and Port Management application running in a Windows Internet Explorer browser. The application title is "MarineXchange Tour and Port Management - Version 2.4.2". The browser address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The application interface includes a "Log Off" button and a navigation menu with "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" sub-tab is active, displaying a list of piers on the left and a detailed form for the selected pier, "Alicante", on the right. The pier list includes "Cruise Ship No. 101" and "Cruise Ship No. 201". The detailed form for "Alicante" includes fields for "Pier Code/Name*" (ALI B1), "Cruise Ship No. 101", "Pier type *" (Passenger/Cruise), "Distance to city", "Latitude" (41.18), "Longitude" (2.06), "Maneuvering time" (20 minutes), "Draft" (15 Meter), "Length" (300 Meter), "Width" (40 Meter), "Distance from ship" (1.5 Meter), "Pier condition" (very good), "Last dredged" (11/30/2007), "Passenger ships have priority" (checked), "Protected from elements" (checked), "Suitable for wheelchair" (unchecked), "Illuminated during darkness" (unchecked), "Concerns for physically challenged" (no), and a "Comment" field with the text "most popular pier in Barcelona".

Pier Name	Alicante
Cruise Ship No. 101	Pier Code/Name* ALI B1 Cruise Ship No. 101
Cruise Ship No. 201	
	Pier Address Terminal Gangway Anchorage Tender Bollards Fenders Pier type * Passenger/Cruise Distance to city Latitude 41.18 Longitude 2.06 Maneuvering time 20 minutes Draft 15 Meter Length 300 Meter Width 40 Meter Distance from ship 1.5 Meter Pier condition very good Last dredged 11/30/2007 Passenger ships have priority ☒ Protected from elements ☒ Suitable for wheelchair ☐ Illuminated during darkness ☐ Concerns for physically challenged no Comment most popular pier in Barcelona

6.1 Pier

The **Pier** tab is used to enter general pier information.

Enter the relevant information into the fields provided. Please refer to the example screen shot below for more information:

MarineXchange Tour and Port Management - Version 2.14

Log Off

Port Detail **Piers** Port Questionnaire

Pier Name
Acapulco Harbour Side No. 101

Pier Code/Name* ACA1 Acapulco Harbour Side No. 101

Pier Address Terminal Gangway Anchorage Tender Bollards Fenders

Pier type * Passenger/Cruise Distance to city 500 meters

Latitude 16.51

Longitude 99.56

Maneuvering time 30 minutes

Draft 15 Meter

Length 300 Meter

Width 40 Meter

Distance from ship 1.5 Meter

Pier condition very good condition

Last dredged 05/01/2007

Passenger ships have priority ☒

Protected from elements ☐

Suitable for wheelchair ☒

Illuminated during darkness ☒

Concerns for physically challenged none

Comment
most popular pier in Acapulco

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- **Required Field:** Marked with an asterisk (*) which means that an answer is required before sending the information back to the client e.g. Pier Type*.
- **Drop down Menu:** Displays an arrow at the end of the field which indicates that there is a drop down menu to make a choice from. Click on the arrow and select the menu option e.g. Pier Type
- **Numerical Field:** Allows a number or decimals to be entered. No text can be entered in these fields e.g. Length
- **Text Field:** Allows any text, numbers or decimals to be entered e.g. Pier Condition
- **Check box:** Can be checked or unchecked by clicking in the field e.g. Suitable for a wheelchair

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Pier type *	Passenger/Cruise		Distance to city		500 meters		
Latitude	Container						
Longitude	General Cargo						
Maneuvering time	Passenger/Cruise						
	Ro/Ro						
	Tender Pier						
Draft	15	Meter					
Length	300	Meter					
Width	40	Meter					
Distance from ship	1.5	Meter					
Pier condition	very good condition						
Last dredged	05/01/2007						
Passenger ships have priority	☒						
Protected from elements	☐						
Suitable for wheelchair	☒						
Illuminated during darkness	☒						
Concerns for physically challenged	none						
Comment	most popular pier in Acapulco						

6.2 Address

The **Address** tab is a free text field used to enter the address of the pier. Text, numbers and/or decimals can be entered into this field.

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar displays "http://www.mymxp.com/MXPPortManagement.htm". The page content includes a navigation bar with "Log Off" and tabs for "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is active, showing a list of piers on the left and a detailed view on the right. The detailed view includes a "Pier Name" section with "Cruise Ship No. 101" and "Cruise Ship No. 201". Below this, there is a "Pier Code/Name*" field with "ALI B1" and "Cruise Ship No. 101". The "Address" tab is selected, showing the address "Cruise Ship Pier", "At the Bayside 100", "77777 Barcelona", and "Spain".

Pier Name	Pier Code/Name*
Cruise Ship No. 101	ALI B1
Cruise Ship No. 201	Cruise Ship No. 101

Address

Cruise Ship Pier
At the Bayside 100
77777 Barcelona
Spain

6.3 Terminal

The **Terminal** tab is used to enter general information relating to the terminal address and facilities.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2".

At the top, there is a "Log Off" link. Below it, a navigation bar contains "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is selected and highlighted with a red box.

The main content area is divided into two sections. The left section, titled "Pier Name", lists "Cruise Ship No. 101" and "Cruise Ship No. 201". The right section, titled "Alicante", contains a form for "Pier Code/Name*" with the value "ALI B1" and "Cruise Ship No. 101".

Below the "Pier Code/Name*" field, there is a tabbed interface with tabs for "Pier", "Address", "Terminal" (highlighted with a red box), "Gangway", "Anchorage", "Tender", "Bollards", and "Fenders".

The "Terminal" tab contains the following fields:

- Terminal name:** A text field containing "Passenger Terminal".
- Terminal address:** A text area containing "Passenger Terminal 121", "Harbour Side No. 2", "88888 Barcelona", and "Spain".
- Facilities on the pier:** A list of checkboxes:
 - Terminal is heated ☐
 - Terminal has A/C ☒
 - Public restrooms ☒
 - Public phones ☒
 - Shops ☒
 - Restaurant/bar ☐
 - Tourist information ☒
 - Currency exchange ☒

The bottom of the browser window shows a status bar with "Done", "Internet", and "100%" zoom.

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- Text Field: Allows any text, numbers or decimals to be entered e.g. Terminal Name
- Check box: Can be checked or unchecked by clicking in the field e.g. Public Phones

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Terminal name	Passenger Terminal						
Terminal address	Passenger Terminal 121 Harbour Side No. 2 88888 Barcelona Spain						
Facilities on the pier	☒						
Terminal is heated	☐						
Terminal has A/C	☒						
Public restrooms	☒						
Public phones	☒						
Shops	☒						
Restaurant/bar	☐						
Tourist information	☒						
Currency exchange	☒						

6.4 Gangway

The **Gangway** tab is used to enter general information relating to the gangway suitability and dimensions.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2". The navigation bar includes "Log Off" and tabs for "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is selected, showing a list of piers with "Cruise Ship No. 101" and "Cruise Ship No. 201". The "Gangway" tab is selected for Pier B1, showing fields for "Shore gangway available" (checked), "Gangway requires forklift" (unchecked), "Suitable for wheelchair" (checked), "Gangway length" (20 meters), "Gangway width" (1.5 meters), "Gangway type" (telescopic gangway), and "Comment" (renewed in 2006, good condition).

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- **Checkbox:** Can be checked or unchecked by clicking in the field e.g. Shore Gangway Available
- **Text Field:** Allows any text, numbers or decimals to be entered e.g. Gangway Length.

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Shore gangway available ☒							
Gangway requires forklift ☐							
Suitable for wheelchair ☒							
Gangway length			20 meters				
Gangway width			1.5 meters				
Gangway type			telescopic gangway				
Comment			in good condition, renewed in 2006				

6.5 Anchorage

The **Anchorage** tab is used to enter general anchoring information.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2".

At the top, there is a "Log Off" link. Below it, a navigation bar contains "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is selected.

The main content area is divided into two sections. The left section, titled "Pier Name", lists "Cruise Ship No. 101" and "Cruise Ship No. 201". The right section, titled "Alicante", contains a form for "Pier Code/Name*" with the value "ALI B1" and "Cruise Ship No. 101".

Below the "Pier Code/Name*" field, there is a tabbed interface with tabs for "Pier", "Address", "Terminal", "Gangway", "Anchorage", "Tender", "Bollards", and "Fenders". The "Anchorage" tab is selected.

The "Anchorage" tab contains the following fields:

- "Latitude": A text input field.
- "Longitude": A text input field.
- "Distance to pier": A text input field.
- "Buoy route available": A checkbox that is checked.
- "Comment": A text area containing the text "not needed for cruise ships, all sizes of ships can dock in port".

The bottom of the browser window shows a status bar with "Done", "Internet", and "100%" zoom.

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- **Checkbox:** Can be checked or unchecked by clicking in the field e.g. Buoy Route Available
- **Text Field:** Allows any text, numbers or decimals to be entered e.g. Comment .

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Latitude							
Longitude							
Distance to pier							
Buoy route available		☐					
Comment		not needed, all sizes of ships can dock in port					

6.6 Tender

The **Tender** tab is used to enter general Tendering information.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows the 'MarineXchange Tour and Port Management - Version 2.4.2' application running in a Windows Internet Explorer browser. The browser address bar shows 'http://www.mymxp.com/MXPPortManagement.htm'. The application interface includes a 'Log Off' link and a navigation menu with 'Contact', 'Port Detail', 'Piers (2)', and 'Port Questionnaire'. The 'Piers (2)' tab is selected, displaying a table with two rows: 'Cruise Ship No. 101' and 'Cruise Ship No. 201'. The 'Cruise Ship No. 101' row is highlighted. To the right, the 'Alicante' port details are shown. The 'Tender' tab is selected, displaying fields for 'Pier Code/Name*' (ALI B1), 'Cruise Ship No. 101', 'Pier', 'Address', 'Terminal', 'Gangway', 'Anchorage', 'Tender', 'Bollards', and 'Fenders'. The 'Tender' field is highlighted. Below these fields, there are checkboxes for 'Tender route lit', 'Speed restriction', and 'Ship tender restriction'. The 'Distance to pier' field is set to 'nautical miles' and the 'Speed restriction' field is set to 'knots'. A 'Comment' field contains the text 'not needed for cruise ships, all sizes of ships can dock in port'.

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- **Checkbox:** Can be checked or unchecked by clicking in the field e.g. Ship Tender Restriction
- **Text Field:** Allows any text, numbers or decimals to be entered e.g. Comment .

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Tender route lit ☐							
Distance to pier		nautical miles					
Speed restriction		knots					
Ship tender restriction		☐					
Comment		not needed, all sizes of ships can dock in port - if anchorage or tendering is re					

6.7 Bollards

The **Bollards** tab is used to enter general information relating to the bollards that the pier has.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2". The navigation bar includes "Log Off", "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is selected, showing a list of piers with columns "Pier Name" and "Alicante". The first pier is "Cruise Ship No. 101" and the second is "Cruise Ship No. 201". The "Bollards" tab is selected for the first pier. The form fields are: "Pier Code/Name*" (ALI B1), "Cruise Ship No. 101", "Bollard type" (ISO3913 BOLLARD TYPE A, FORM 1), "Bollard strength" (Rated for 2x rated force exerted @ 1.2 x bollard diameter), "Distance between" (30 Meter), and "Comment".

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- Text Field: Allows any text, numbers or decimals to be entered e.g. Bollard Type
- Numerical Field: Allows a number or decimals to be entered. No text can be entered in these fields e.g. Distance Between.
- Drop down Menu: Displays an arrow at the end of the field which indicates that there is a drop down menu to make a choice from. Click on the arrow and select the menu option e.g. Distance Between.

Alicante

Pier Code/Name*

ALI B1

Cruise Ship No. 101

Pier

Address

Terminal

Gangway

Anchorage

Tender

Bollards

Fenders

Bollard type

ISO3913 BOLLARD TYPE A, FORM 1

Bollard strength

Rated for 2x rated force exerted @ 1.2 x bollard diameter

Distance between

30

Meter

▼

Comment

6.8 Fenders

The **Fenders** tab is used to enter general information relating to the fenders that the pier has.

Enter the information as required, refer to the screen shot example below for further details:

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2".

At the top, there is a "Log Off" link. Below it, a navigation bar contains "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire". The "Piers (2)" tab is selected.

The main content area is divided into two sections. The left section, titled "Pier Name", lists "Cruise Ship No. 101" and "Cruise Ship No. 201". The right section, titled "Alicante", contains the following fields:

- Pier Code/Name***: A text field containing "ALI B1" and "Cruise Ship No. 101".
- Pier**: A tabbed interface with tabs for "Pier", "Address", "Terminal", "Gangway", "Anchorage", "Tender", "Bollards", and "Fenders". The "Fenders" tab is selected.
- Has fenders**: A checkbox that is checked.
- Floating fenders**: A checkbox that is unchecked.
- Fender types**: A text field containing "Hippo floating foam fenders".
- Distance between**: A numerical field containing "15" and a dropdown menu set to "Meter".
- Comment**: A text area containing "all in good condition".

The bottom status bar shows "Done" and "Internet" with a zoom level of "100%".

The field types vary depending on which information is required and which information has already been pre-defined. The field types are as follows:

- **Checkbox:** Can be checked or unchecked by clicking in the field e.g. Has Fender
- **Text Field:** Allows any text, numbers or decimals to be entered e.g. Fender Types
- **Numerical Field:** Allows a number or decimals to be entered. No text can be entered in these fields e.g. Distance Between
- **Dropdown Menu:** Displays an arrow at the end of the field which indicates that there is a drop down menu to make a choice from. Click on the arrow and select the menu option e.g. Distance Between

Pier	Address	Terminal	Gangway	Anchorage	Tender	Bollards	Fenders
Has fenders ☒							
Flooding fenders ☐							
Fender types Hippo floating foam fenders							
Distance between 15 Meter							
all in good condition							
Comment							

7 Port Questionnaire Tab

The **Port Questionnaire** tab displays questions that have been sent from the client to gather information about the port and the facilities that are available.

The screenshot shows a web browser window titled "MarineXchange Tour and Port Management - Windows Internet Explorer". The address bar shows "http://www.mymxp.com/MXPPortManagement.htm". The page title is "MarineXchange Tour and Port Management - Version 2.4.2".

At the top, there is a "Log Off" link. Below it, a navigation bar contains "Contact", "Port Detail", "Piers (2)", and "Port Questionnaire" (which is highlighted with a red box).

The main content area is divided into two columns:

- Alicante**: A table with 6 rows, each with a "#", a "Main Category", and a "Sub Category". The categories are: 1 Nautical, 1 Pier, 2 Authorizations & Restrictions, 3 Security, 4 General Arrival & Clearance, 5 Medical, and 6 Local Service and General Info.
- Sub Categories**: A table with 3 rows, each with a "#", a "Sub Category", and a "Main Category". The categories are: 1 Nautical, 2 Pilots, and 3 Tugs.

Below these tables is the **Answers** section, which contains a "Save change" button and three rows of text input fields for answers to the questions listed in the "Sub Categories" table:

- 1. Tidal restrictions
- 2. Draft restrictions
- 3. After dark restrictions

The bottom of the browser window shows the "Done" button and the "Internet" icon.

7.1 Answering Port Questions

The questions sent by the client are divided into different categories. These categories and questions are customized by the clients to meet with their requirements, so they will differ from client to client.

The port questionnaire consists of Main Categories which are then further divided into Sub Categories. Questions are then linked to each Sub Category.

In the screen shot example below one of the Main Categories is *Nautical*, the related Sub Categories within this Main Category are *Nautical*, *Pilots* and *Tugs*. The questions that are linked to the *Pilots* Sub Category are 1. Pilots compulsory 2. Pilot boarding position 3. Pilot pick up speed, etc.

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory	☒ Yes ☐ No
2. Pilot boarding position	exact position will be communicated on VHF
3. Pilot pick up speed	5 knots
4. Pilot ladder height above water for pick up	2 meters
5. Additional Comments	Agent will join with Pilot
6. Pilot advice for docking	Starboard
7. Pilot station VHF channel	70
8. Distance from pilot station to berth /	6 miles

Type in the answers to the questions. Refer to [Answer Fields](#) for further information on the different field types. Click on the **Save Change** button whilst answering the questions. If any fields have been set up as required i.e. marked with an asterisk (*), these questions must be answered. To identify these questions please refer to [Required fields](#)

Please note that It is not possible to move between the tabs if the **Save Change** button is showing red. Changes must be saved first.

7.2 Required fields

The questions that are sent by the client can be either be set up as required fields or non required fields.

Fields that are marked with an asterisk (*) are required fields, so therefore must be answered (refer to Tugs Available as shown below).

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Tugs available *

☒ Yes ☐ No

2. Tug power

3. Are tugs compulsory

☐ Yes ☒ No

4. Do tugs use ships lines

☒ Yes ☐ No

5. Tug company name

6. Advance notice needed

7. Additional Information

7.3 Answer fields

The answer fields will vary from client to client depending on how they have created their port questionnaire, however the following formats may be displayed:

- [Drop down](#)
- [Memo](#)
- [String](#)
- [Yes/No](#)
- [Integer](#)
- [Number](#)

7.3.1 Dropdown

Drop down menus are answers which have been pre-defined by the client. To answer the question, select one of the options from the drop down box:

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

7. Pilot station VHF channel

8. Distance from pilot station to berth /

7.3.2 Memo

A memo field will allow any text (numbers and/or letters) to be entered, the size of the field will depend on the client's requirements. A memo field is usually quite large requiring a more detailed answer.

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

7. Pilot station VHF channel

8. Distance from pilot station to berth /

7.3.3 String

A string field will allow any text to be entered (numbers and/or letters) and is usually used for a small amount of text i.e. shorter answers, one line only:

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

7. Pilot station VHF channel

8. Distance from pilot station to berth /

7.3.4 Yes/No

The Yes/No fields, require either a **Yes** or **No** answer by clicking the relevant radio button.

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante	
#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories	
#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

7. Pilot station VHF channel

8. Distance from pilot station to berth /

7.3.5 Integer

An Integer field allows only numbers to be entered (no text or decimals):

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

Save change

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

7. Pilot station VHF channel

8. Distance from pilot station to berth /

7.3.6 Number

A Number field only allows numbers and decimals to be entered (no text):

MarineXchange Tour and Port Management - Version 2.4.2

Log Off

Contact | Port Detail | Piers (2) | Port Questionnaire

Alicante

#	Main Category
1	Nautical
1	Pier
2	Authorizations & Restrictions
3	Security
4	General Arrival & Clearance
5	Medical
6	Local Service and General Info

Sub Categories

#	Sub Category
1	Nautical
2	Pilots
3	Tugs

Answers

[Save change](#)

1. Pilots compulsory ☒ Yes ☐ No

2. Pilot boarding position

3. Pilot pick up speed

4. Pilot ladder height above water for pick up

5. Additional Comments

6. Pilot advice for docking

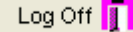
7. Pilot station VHF channel

8. Distance from pilot station to berth /

8 Log off / Send

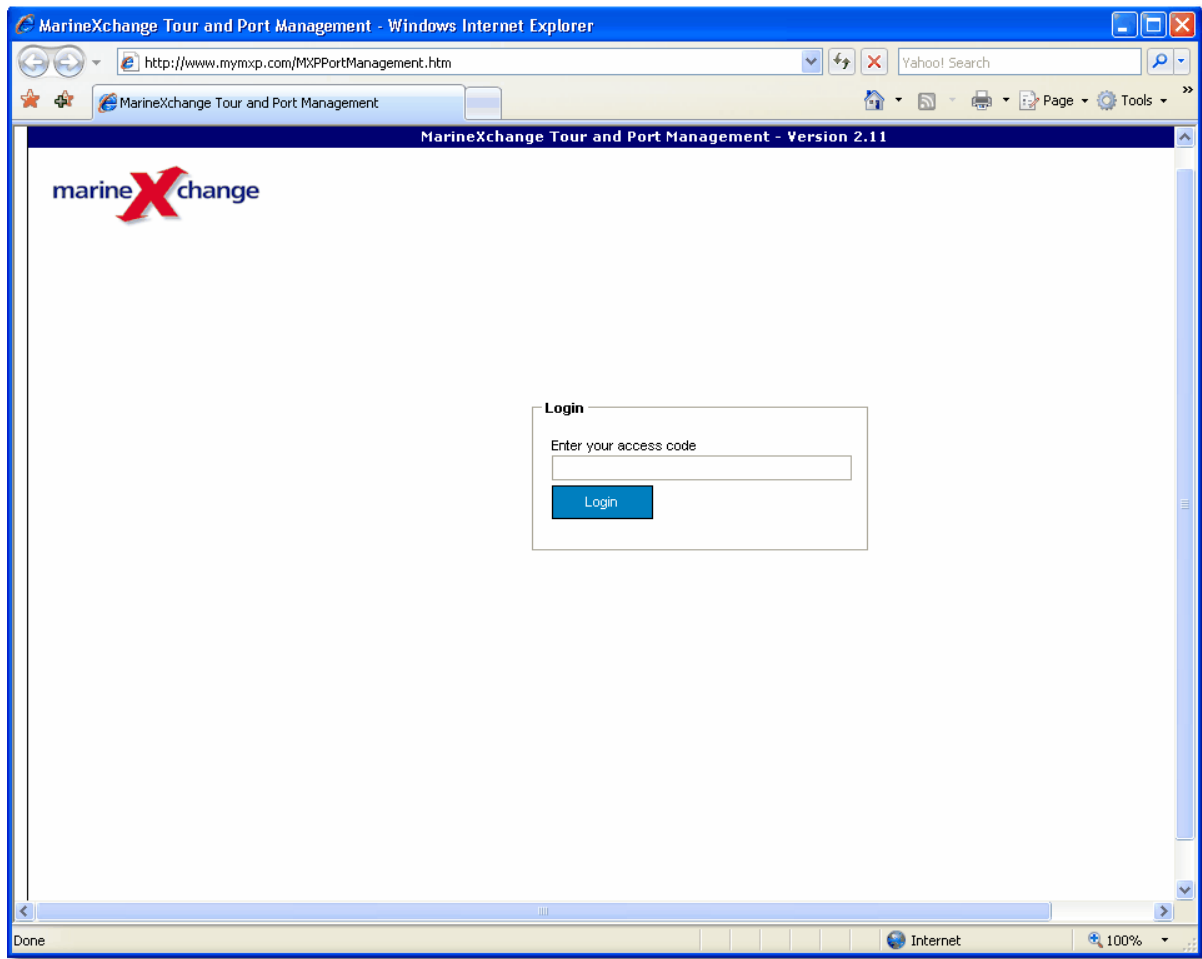
Once all of the information has been updated, it can then be sent back to the client.

To send the information back to the client, simply click on the **Log Off** button.

A rectangular button with a yellow background and a red border. The text "Log Off" is in black, and there is a small red icon to the right of the text.

The changes will automatically be sent back and the application will return to the Logon screen. Exit out of the Internet Explorer in the usual way.

Please note that the same access code can be used again to make further amendments in the future. Should this code be forgotten or lost, please contact the client who can issue it again.



9 FAQ

- **Why does it ask for me to install the program every time I click on the link?**
 - During the installation you will need to select "More Options" from the Security Warning dialogue box and select the option "Always install software from "MarineXchange Software GmbH". Refer to [Installation](#) for more information.
- **What does it mean when a field is colored yellow?**
 - Yellow fields are read only and cannot be edited. Fields that can be changed are always white.
- **What do I do if I click on the Log off button and I realise that I have more changes to make?**
 - Simply re-enter the code that has been sent previously by the client and continue making the changes. Alternatively the link sent by the client (including the code) can be saved to your internet favourites and accessed from there.
- **If I decide to update the information later but have already opened the program, is there any way to exit out the program without sending?**
 - The information will only be sent to the client if you have made changes so exit out either by clicking on the red X or by clicking on the Log Off button. If you have made changes and need to continue, just re-open the application and continue making the changes.
- **What shall I do if all the details are correct, therefore I have nothing to add or change?**
 - Simply select the Log Off button.
- **What shall I do if I lose the code?**
 - Ask the client to send it again, the code is stored in their MXP system within the contacts and/or ports screens.
- **Do I have to keep checking and updating the details or will the client send reminders?**
 - It really depends upon the client's procedures, generally the clients tend to send periodic reminders via e-mail with the access details attached.
- **Why can't I enter text into some of the fields in the port questionnaire tab?**
 - If a field is set up from the client as a number or integer field, only numbers and decimals can be entered, refer to content [Integer](#) and [Number](#)
- **Sometimes I cannot select another Main or Sub Category in the port questionnaire tab when I have finished updating one of them, why is that?**
 - If the save change button still shows as red, then the changes to the existing category need to be saved first. Click on the Save Changes button before moving to another category.
- **I don't see all of the tabs that are listed in this User Manual, why is this?**
 - The client decides what tabs in the application are applicable to you, i.e. you may be responsible for updating the contacts but not the port questionnaire, therefore they will send the port questionnaire tab to another contact. Please contact your client if you are not seeing everything that you are supposed to.

10 User Manual Change Log

Version	Date	Author / Reviewer	Section \ Change
1	11/02/07	Becky May	All - Document Creation
2	11/14/07	Michèle Gullick / Becky May	Review and all sections updates with new functionality
3	11/30/07	Michèle Gullick	Creating the Port Detail, Piers and Port Questionnaire tab
4	12/09/07	Becky May	Reviewed and updated / all sections.
4.1	01/11/08	Jürgen Rollant	Introduction, Installation
5	03/14/08	Michèle Gullick	Updated screen shots, reviewed all sections
5.1	03/14/08	Becky May	Updated Add a Contact Person and Remove a Contact person, deleted the Activate section as this is no longer E-commerce portal functionality